

5 April 1983

Responsibilities of the NIC Vice ChairmenH. Meyer: Vice Chairman

1. Principal responsibility for the estimates program, including the review of estimates for quality, relevance, and style; the initiation of new estimates including improving the process of issue focus before beginning estimate drafting; and the adequacy of "collegial" participation by the appropriate NIOs.
2. Similar responsibilities for other formal NIC products.
3. Principal responsibility within the NIC for administrative matters.
4. Act for the C/NIC in his absence.

C. Waterman: Vice Chairman for Planning

1. Responsible for the development of topics warranting deeper investigation than is normal; these will be predominantly topics which cut across geographic areas. This task will require the development of closer links to policy planning activities in other agencies, selectively, with major congressional committees, and research organizations.
2. Principal responsibility for the development of papers on contingencies which are not the most probable but which warrant attention and are often neglected.
3. To the extent that the DCI looks to the NIC for review of political action activities, to act as the NIC focal point for such review.
4. Until a successor is designated, Waterman will continue to hold the title of NIO/NESA. Day-to-day activity will be done by the two assistants. Waterman's substantive focus, including reading, will primarily be on those broader issues pertinent to his new assignment.
5. Ensure that NIOs maintain proper balance among their various responsibilities.